

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4412      **TITLE:** DEPUTY SHERIFF CAPTAIN      **GRADE:** C-28

**DEFINITION:**

Under general supervision, and in accordance with federal, state, county and agency regulations, performs advanced managerial duties in the field of law enforcement, specifically in the areas of correctional services, community corrections, court services and administration; manages a major subdivision of the Sheriff's Department; as well as other duties assigned by supervisors acting on behalf of the Sheriff.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Deputy Sheriff Captain class differs from the Deputy Sheriff First Lieutenant class in that the Deputy Sheriff First Lieutenant will typically supervise either a large, relatively homogeneous branch (e.g., Court Security) or a mid-sized, relatively diversified section (e.g., Inmate Classification, Programs and Recreation) whereas a Deputy Sheriff Captain heads either a mid-sized, relatively homogeneous division (e.g., Court Security and Court Services); or a mid-sized, relatively diversified branch (e.g., Diagnostic and Treatment); or a large, relatively homogeneous branch (e.g., Confinement).

The Deputy Sheriff Captain class differs from the Deputy Sheriff Major class in that the Deputy Sheriff Major class supervises one of the four divisions of the Sheriff's Office (eg. Correctional Services, Administrative Services, Court Services or Community Services) whereas the Deputy Sheriff Captain class will supervise a branch of one of the divisions of the agency.

The Sheriff's Department is typically organized in units, within sections, within branches, within divisions (smallest to largest).

**ILLUSTRATIVE DUTIES:**

Manages the Court Security and Court Services branches;  
Ensures the safety of all persons in the Judicial Center;  
Manages the Confinement Branch of the Adult Detention Center;  
Ensures the legal rights of inmates are protected;  
Directs the implementation of procedures governing inmate classification, treatment, and rehabilitation;  
Establishes and maintains correctional and treatment programs which meet the religious, educational, physical, psychological, and recreational needs of the inmates;  
Initiates and conducts criminal and internal investigations;  
Gives testimony in court on actions taken during arrests and investigations of criminal matters;  
Serves in a liaison capacity to state and local planning bodies.  
Oversees the building maintenance, repair and construction;  
Ensures that the Adult Detention Center meets the Health Department's health standards and sanitation requirements;  
Coordinates audit processes conducted by both in-house and external auditors;  
Conducts informal inspections of departmental activities;

Projects staffing and budgetary needs and prepares annual budget for assigned branch.  
Receives, documents and responds, either in writing or verbally to citizen complaints and inquiries;  
Serves as Staff Duty Officer to provide assistance/direction to on duty supervisors during evening and weekend hours.  
Reviews appeals by inmates of disciplinary hearing findings;  
Prepares and presents instruction/information on various law enforcement subjects to diverse audience;  
Oversees emergency operations and response procedures between the agency and other public safety entities;  
Prepares reports on activities and incidents for superiors and other County entities;  
Develops and implements operating procedures and recommends changes in agency policies;  
Reviews reports of assigned personnel on activities and incidents and, where appropriate, recommends additional actions to be taken;  
Interviews and recommends candidates to fill civilian vacancies;  
Plans, schedules, assigns and reviews the work of subordinates engaged in correctional services, community corrections, court services and administration;  
Conducts performance appraisals for both civilian and uniformed subordinates;  
Oversees training of subordinates to ensure they receive sufficient training to satisfactorily perform their duties and meet requirements mandated by law;  
Initiates disciplinary actions and administers informal and formal discipline to staff found to have violated standard operating procedures.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the policies, procedures and practices of the functional area to which assigned;  
Thorough knowledge of the standards of the American Correctional Association and the Virginia Department of Corrections as they pertain to the operation and administration of jails and detention facilities;  
Thorough knowledge of the department's standard operating procedures as well as its riot, hostage, fire and disaster plans and emergency equipment;  
Thorough knowledge of federal, state and County laws and ordinances applicable to functional area to which assigned;  
Knowledge of the department's information system technology (eg. PCs Live-Scan, etc.);  
Knowledge of supervisory techniques and the ability to apply them effectively;  
Demonstrated skill in the use of firearms;  
Ability to effect a physical arrest;  
Ability to maintain a level of physical fitness appropriate to assignment;  
Ability to make accurate observations and to communicate clearly and concisely, both orally and in writing;  
Ability to establish and maintain good working relationships with fellow staff members, inmates and external agencies and departments;  
Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement;  
Ability to act calmly and quickly in emergencies as well as the ability to plan and direct operations under various conditions;  
Ability to work effectively under stress.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

High school graduation or possession of a G.E.D. issued by a state department of education;

PLUS

Must be presently serving as a Deputy Sheriff First Lieutenant.

REVISED: August 5, 2002

ESTABLISHED: July 1977